Approved For Release 2003/04/17: CIA-RDP80-01240A000200080040-9, 4, 835 3

## CONFIDENTIAL

27 FEB 1961



MERCHANDUM FOR: Chief, Management Staff

SUMACT

: Amendment to the Staffing Complement, Africa Mivision

Beadquarters

5X1A		onnel. therefore, req	uested				25X
X1	a. to s	stablish after	position	number 213	in the		20/
	Job Title	Grade Fl.	an. Inc.	Pos. No.	Lim. or Flex.	<u> 30</u>	
	riscal Accountant	GS <b>-09</b>	1	New	Aex.	SF	
X1	b. and	to reduce in					•
	Job Title	Grade Pl	an. Inc.	Pos. No.	Lim. or Flex.	80	
	Ops Officer	65-12 3	to 2	177	Flex.	D	
				(Sid	SNED)	2	5X1A9A
		-	i	Lesistant SS	A (Personnel)	_	
25X1A	COMCUR:			3	MAR 1964		
	Office of Budget	and Finance Car	reer Servi		Date		
i		27 Feb '61)					
25X1A	9ACPD: :ss(2 Distribution:		SSA-DD/S				

	HEMORAHDUM FOR: Special Support Assistant, DD/S
	SUBJECT: Piscal Accountant Position
25X1	1. As you are aware, when the Africa Division was established almost two years ago, the of the dissolved SE Division was transferred, with some modifications, to the new Division.
25X1	2. At that time it was not known with any degree of accuracy what the worklead of the would be. Consequently, we relinquished two Support positions, a Personnel Officer and a Fiscal Accountant, for assignment to other area divisions. Subsequently we deleted a third Support position, a Legistics Officer, and this individual was reassigned to the Office of Logistics.
25X1	3. Experience over the past two years now indicates that the composition of the present is not adequate to render efficient and timely support to the current activities of this Division. This is particularly critical in the Sudget and Finance area, and was recognized several months ago when a Fiscal Accountant position was restored to the 25X1 This position was absorbed within our authorized ceiling by deleting a position elsewhere in the Support structure.
25X1 25X1A	atili cannot keep abreast of its daily workload. Also the chaotic conditions presently existing in some of the African countries, the fact and most of the Administrative Assistants are young and inexperienced, mas resulted in the need for more and more assistance from Division Headquarters.
25X1A6A	of numerous Stations as their accounts and records were either incorrect or in arrears. On several occasions, the Auditors have spent weeks in straightening Station accounts. This has also consumed a large amount of Headquarters man hours. We presently have two administrative personnel in on 90 days TOY to assist that Station, and I can foresee the sentinuing need for TOY of overall administrative personnel and Sudget and Finance personnel to the field.
25X1 25X1	6. The Chief has discussed these problems with the Comptroller who has agreed to supply additional personnel as needed. Special studies recently made by the Audit Staff and the Office of Personnel both substantiate the need for at least one additional slet in the Budget and
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7. Accordingly, it is requested that necessary approvals be obtained to allow the establishment of the position of Fiscal Accountant, GS-9, in the Africa Division

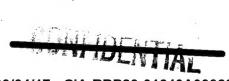
25X1A9A

Acting Chief, Africa Division

25X1

25X1

20 Feb. 1961



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